



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

September 23, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**EXECUTIVE OFFICE, BOARD OF SUPERVISORS -  
KENNETH HAHN HALL OF ADMINISTRATION  
CUSTOMER SERVICE CENTER, ROOM 383, CAPITAL PROJECT NO. 87019  
CIVIL SERVICE COMMISSION HEARING ROOM RENOVATION, ROOM 522  
CAPITAL PROJECT NO. 87020  
(FIRST DISTRICT) (3 VOTES)**

### **SUBJECT**

Approval of these recommendations will allow the Executive Office, Board of Supervisors, to modify the Capital Project approved by your Board on May 6, 2008 allowing the creation of a Customer Service Center in Room 383, as well as modify the renovation and reconfiguration of the Civil Service Commission in Room 522.

### **JOINT RECOMMENDATION WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS THAT YOUR BOARD:**

1. Find that the projects to renovate the Customer Service Center in Room 383 and the Civil Service Commission in Room 522, in the Kenneth Hahn Hall of Administration are categorically exempt from the provisions of the California Environmental Quality Act for the reasons stated in this Board letter and in the project record.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only**

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

2. Approve the revised scopes and total project budgets for the Kenneth Hahn Hall of Administration Customer Service Center Renovation Project, C.P. No. 87019 and Civil Service Commission Renovation Project, C.P. No. 87020.
3. Approve the appropriation adjustment transferring \$300,000 from the Executive Office, Board of Supervisors' Fiscal Year 2008-09 Operating Budget to the Capital Projects/Refurbishments Budget to fund the revised budgets of the Kenneth Hahn Hall of Administration Customer Service Center Renovation Project, C.P. No. 87019 and the Civil Service Commission Renovation Project, C.P. No. 87020.
4. Authorize the Executive Office, Board of Supervisors and Internal Services Department to proceed and deliver the projects with revisions as described herein.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of the recommended actions will adopt the revised project schedules, scopes of work, and budgets for the Customer Service Center Project, C.P. No. 87019 and the Civil Service Commission Renovation Project, C.P. No. 87020 as described herein.

#### **Customer Service Center Renovation Project, C.P. No. 87019**

On May 6, 2008, your Board approved the Customer Service Center Renovation Project, C.P. No. 87019, which consisted of the reconfiguration of the lobby and adjacent office area in Room 383 of the Kenneth Hahn Hall of Administration to accommodate public work stations and information kiosk, as well as office needs of additional staff that will operate the Customer Service Center.

The renovation included installation of modular furniture, electrical, telephone and data wiring to accommodate the one-stop customer service center and needs of additional staff. The project scope also included improvements to the heating, ventilation and air conditioning system (HVAC), new paint and flooring.

The revised project schedule, scope of work, and budget increase allow for additional modular furniture and new carpeting to complete accommodations for the Executive Office, Board of Supervisors (Department) Customer Service Center and staff work stations. The revised Project Schedule and Project Budget Summary are included in Attachment A.

### **Civil Service Commission Hearing Room Renovation Project, C.P. No. 87020**

On June 4, 2008, your Board approved the Civil Service Commission Hearing Room Renovation Project, C.P. No. 87020, which consisted of minor demolition and construction to reconfigure the Hearing Room and office space in Room 522 of the Kenneth Hahn Hall of Administration to increase accommodations for attendees of Civil Service hearings and additional staff recently allocated to the Civil Service Commission.

The renovation included the reconfiguration of interior walls, the purchase and installation of electrical and information technology systems, modular furniture systems, flooring, painting, and other appurtenant site improvements.

The revised project scope and budget increase will allow for unforeseen additional work and construction costs to modify building infrastructure to accommodate the needs of the reconfigured hearing room and office. The Project Schedule and Revised Project Budget Summary are included in Attachment B.

Both projects were designed with the assistance of an architect from the Chief Executive Office. The renovation activities are being managed by the Department's Building Management Division and the Internal Services Department (ISD). ISD Alterations and Improvements Division is providing demolition and construction services, including the purchase and installation of necessary electrical and information technology systems, modular furniture systems, flooring, painting, and other appurtenant site improvements.

### **Implementation of Strategic Plan Goals**

Approval of these projects is consistent with the County Strategic Plan Goals of Service Excellence (Goal 1) and Organizational Effectiveness (Goal 3). As indicated above, it will provide members of the public with greater access to information and significantly improve the level of service provided.

### **Green Building/Sustainable Design**

In support of the County's Green Building/Sustainable Design Policy, the projects incorporate the use of energy efficient fixtures and recycled materials to the extent feasible.

### **FISCAL IMPACT/FINANCING**

The revised total project cost estimate of the Customer Service Center Project, C.P. No. 87019 is \$754,000 and includes \$425,000 for construction, \$50,000 for change orders, a Civic Art Fee of \$4,000, and \$275,000 for Equipment, which reflects an increase of \$200,000 for additional modular furniture and carpeting. The Revised Project Budget Summary is included in Attachment A.

The revised total project cost estimate of the Civil Service Commission Renovation Project, C.P. No. 87020 is \$430,000 and includes \$380,000 for construction, \$30,000 for change orders, and \$20,000 for equipment, which reflects an increase of \$100,000 in construction for the required additional work for modifications to building infrastructure. The Revised Project Budget Summary is included in Attachment B.

The attached appropriation adjustment will transfer \$300,000 in one-time net County cost savings from the Department's Services and Supplies budget to the Fiscal Year 2008-09 Capital Projects/Refurbishments Budget, under C.P. Nos. 87019 at \$200,000, and 87020 at \$100,000. Upon your Board's approval, the attached appropriation adjustment will provide sufficient appropriation to fund the additional improvement costs of the Customer Service Center Renovation Project and Civil Service Commission in the Kenneth Hahn Hall of Administration.

### **Operating Budget Impact**

Based on the project scopes of work, the Department does not anticipate any significant increases in ongoing costs to operate and maintain the improvements.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

None

### **ENVIRONMENTAL DOCUMENTATION**

In accordance with Section 15301, example (a) of the State of California Environmental Quality Act (CEQA) Guidelines and Class 1, Subsection (d) of the County Environmental Guidelines adopted by your Board on November 17, 1987, the proposed renovation projects are categorically exempt insofar as they consist of minor alterations to existing facilities involving no or negligible expansion of current use.

**CONTRACTING PROCESS**

Not applicable.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

It is anticipated that the projects will have minimal impact on services provided to the public. To the extent possible, ISD will complete demolition and construction after normal work hours to minimize the impact on services provided to the public.

All construction work related to the Customer Service Center impacting access to Room 383 will be coordinated around the Board meetings to ensure complete access by members of the public and other County representatives.

During the renovation of the Civil Service Commission Hearing Room, the meetings will be temporarily relocated to either the Board Hearing Room or the hearing room used by the Employee Relations Commission in Room 374.


**CONCLUSION**

Please return one adopted, stamped copy of this letter to the Chief Executive Office, Capital Projects/Debt Management Division.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer



SACHI A. HAMAI  
Executive Officer, Board of Supervisors

WTF:SAH:DL  
JSE:DJT:RB:zu

Attachments

c: County Counsel  
Executive Officer, Board of Supervisors  
Internal Services Department

**ATTACHMENT A**

**EXECUTIVE OFFICE, BOARD OF SUPERVISORS:  
HALL OF ADMINISTRATION ROOM 383–CUSTOMER SERVICE CENTER  
CAPITAL PROJECT NO. 87019  
(FIRST DISTRICT) (3 VOTES)**

**I. REVISED PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Needs Assessment	Feb. 2008
Project Feasibility	Feb. 2008
Project Program Validation	March 2008
Design	March 2008
Construction Contract Award	N/A
Construction Field Acceptance Final Acceptance	Sept. 30, 2008 Oct. 30, 2008

**II. PROJECT BUDGET SUMMARY**

<b>Budget Category</b>	<b>Adopted Project Budget</b>	<b>Impact of this Action</b>	<b>Revised Project Budget</b>
Land Acquisition	N/A	N/A	N/A
Construction			
(a) Construction	\$425,000	\$0	\$425,000
(b) Change Orders	\$50,000	\$0	\$50,000
Equipment	\$75,000	\$200,000	\$275,000
Plans and Specifications	\$0	\$0	\$0
Civic Art Program Fee	\$4,000	\$0	\$4,000
Consultant Services	\$0	\$0	\$0
Miscellaneous Expenditures	\$0	\$0	\$0
Jurisdictional Review and Plan Check	\$0	\$0	\$0
County Services	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$554,000</b>	<b>\$200,000</b>	<b>\$754,000</b>

## **ATTACHMENT B**

**EXECUTIVE OFFICE, BOARD OF SUPERVISORS -  
HALL OF ADMINISTRATION - CIVIL SERVICE COMMISSION RENOVATION  
CAPITAL PROJECT NO. 87020  
(FIRST DISTRICT) (3 VOTES)**

### **I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Needs Assessment	Feb. 2008
Project Feasibility	Feb. 2008
Project Program Validation	March 2008
Design	April 2008
Construction Contract Award	N/A
Construction Field Acceptance Final Acceptance	Dec. 30, 2008 Jan. 30, 2009

### **II. REVISED PROJECT BUDGET SUMMARY**

<b>Budget Category</b>	<b>Adopted Project Budget</b>	<b>Impact of this Action</b>	<b>Revised Project Budget</b>
Land Acquisition	N/A	N/A	N/A
Construction			
(b) Construction	\$280,000	\$100,000	\$380,000
(b) Change Orders	\$30,000	\$0	\$30,000
Equipment	\$20,000	\$0	\$20,000
Plans and Specifications	\$0	\$0	\$0
Consultant Services	\$0	\$0	\$0
Miscellaneous Expenditures	\$0	\$0	\$0
Jurisdictional Review and Plan Check	\$0	\$0	\$0
County Services	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$330,000</b>	<b>\$100,000</b>	<b>\$430,000</b>

**ATTACHMENT C**

**APPROPRATION ADJUSTMENT  
(See next under)**



COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENT NO.  
BOARD OF SUPERVISORS

DEPT'S.

September 9, 2008

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO  
ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR  
ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

**FY 2008-09**

**3-VOTES**

**SOURCES**

Board of Supervisors

A01 - BS - 2000 - 10010

Services & Supplies - **\$300,000**

**Decrease Appropriation (L1)**

**USES**

CP - Executive Office Lobby

Renovation-Customer Service Center

A01 - CP - 6014 - 65060 - 87019

Fixed Assets - Building and Improvements - **\$200,000**

**Increase Appropriation (L1)**

Room 522 Renovation

A01 - CP - 6014 - 65060 - 87020

Fixed Assets - Building and Improvements - **\$100,000**

**Increase Appropriation (L1)**

**Summary Total:**

**\$300,000**

**Summary Total:**

**\$300,000**

**JUSTIFICATION**

To transfer appropriation from the Board of Supervisors to Capital Projects to fund Executive Office Lobby Renovation (Customer Service Center), and Civil Service Commission Renovation.

**ADOPTED**

David J. Takata, Senior Manager, CEO

CHIEF EXECUTIVE OFFICER'S REPORT

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

**# 26**

**SEP 23 2008**

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR---

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

9/11 20 08

CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER

BY

APPROVED (AS REVISED):  
BOARD OF SUPERVISOR:

20

NO.

028

Sept 10 20 08

BY

DEPUTY COUNTY CLERK